

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3698A (Rev. 10-89)			ASSIGNMENT DATA					
L76A	SSN - -		NAME (Last, First, Middle Initial)		RATE/RANK	UNIT (Staff Symbol)		
CHOICE	AREA	OPFAC	MODOP	OBC	UNIT NAME/DESCRIPTION			
1								
2								
3								
4								
5								
6								
7								
8								
LEAST DESIRED		ASSIGNMENT CONSIDERATIONS			MEMBER'S COMMENTS			
	AREA							OPFAC
1			AVAILABLE FOR UNACCOMPANIED TOUR					
2			MEDICAL, SPECIAL EDUCATION, OR OTHER SPECIAL NEEDS					
TOUR COMPLETION DATE		Year	Month	FLIGHT SCHOOL REQUEST SUBMITTED				
TRANSFER DESIRED AFTER				SELECTED FOR PG TRAINING, AWAITING ASSIGNMENT				
DATE OF LAST SERVICE WIDE EXAM				CAREER INTENTIONS				
TELEPHONE		EXTEND/ REENLIST		NOT APPLICABLE <input type="checkbox"/>				
(Area Code) - Number		INTEGRATE						
Work		RETIRE						
		DISCHARGE						
Home		UNDECIDED			Year	Month		
		DATE						
DEPENDENT INFORMATION								
MARRIED		CHILDREN						
NOT MARRIED		AGE	GENDER	AGE	GENDER			
ACTIVE DUTY SPOUSE								
COAST GUARD								
NAVY				OTHER				
AIR FORCE								
MARINES		ACTIVE-DUTY SPOUSE SSN						
ARMY		- -						
DEPENDENT'S ADDRESS (If Different Than Member's)					FORWARDING ENDORSEMENT			
					APPROVED			
					CONDITIONAL *			
					DISAPPROVED *			
					NAME AND SIGNATURE			
					DATE			
MEMBER RESIDENCE ADDRESS (Returns copy after PERSRU data entry)					PERSRU VALIDATION			
NAME STREET CITY STATE ZIP					PRIVACY ACT STATEMENT			
					This information is requested under the authority of 37 USC 403 to determine future reassignment preferences. Disclosure of this information is voluntary. Failure to provide it could adversely affect job assignment opportunities.			
					TYPE QUARTERS			
					OWN			
					RENT			
					GOVT			
					MOBILE			

ASSIGNMENT DATA FORM INSTRUCTIONS

WHAT IS AN ASSIGNMENT PREFERENCE

An assignment preference is two pieces of information: where you want to be assigned next, and what you want to do there. Assignment preferences are made up of the following 5 blocks:

BLOCK	DESCRIPTION
Area	A 2 digit code which identifies the geographic region. If you have no area preference, leave the area blank. Areas are: 01 thru 17 - specific districts 20 thru 99 - specific Headquarters units AA - Atlantic Area (includes GANTSEC) AE - Activities Europe EC - East Coast FE - Far East GC - Gulf Coast GI - Governors Island PA - Pacific Area (includes 14th and 17 districts) SF - San Francisco (includes Alameda and Oakland) SP - Special LDuty as listed in PERSMAN COMDTINST M 1000.6 (e.g., recruiting, instructor, intelligence) WC - West Coast
OPFAC	A 5 digit number which identifies the unit. If you have no unit preference, leave the OPFAC blank. OPFAC's are listed in the Enlisted Billet Manual (COMDTINST M5320.6) and the Commissioned and Warrant Officer Billet Manual (COMDTINST M5320.7). In addition, there are general OPFAC's which identify types of units, these are: 10000 - Afloat Unit 11000 - WHEC 11400 - 378' WHEC 11500 - 270' WMEC 12000 - WMEC 12100 - 210' WMEC 13000 - WPB 13100 - 95' WPB 13200 - 82' WPB 13400 - 110' WPB 13500 - Surface Effect Ship 14000 - WAGB 14500 - Polar Class 15000 - Buoy Tender 15200 - Seagoing WLB (Acacia Class) 15300 - Coastal WLB (Fir Class) 15400 - WLM Coastal (Redwood Class) 16300 - WLI 16900 - WLIC 17100 - WYTM 17200 - WYTL 17500 - WYTM and WTGB (140' Class) 19100 - WLR 20000 - Aviation Unit 30000 - SAR Station 31000 - Bases, Depots, Yard 32000 - Communications Station 33000 - MIO/MSO 34000 - PSS/Strike Team 36000 - Group Office 40000 - LORAN/OMEGA Station 41000 - Light Station 41900 - ANT 68000 - Recruiting Office/Station 71000 - District Office
MODOP	A 3 digit code, 2 numbers followed by a letter, which identifies the office/division within larger units. MODOPs are listed in the appropriate Billet Manual.
OBC	This block has two formats: one for enlisted members requesting special assignment and one for officers. <u>FOR OFFICERS</u> an OBC is a 6 digit code, 5 numbers followed by a letter, which identifies a billet from the Commissioned and Warrant Officer Billet Manual (COMDTINST M5320.7). For example, 70625A is the OBC for XO WHEC. If the area and OPFAC are blank, and 70625A is entered, then you are requesting any open XO WHEC billet. If the area or OPFAC is filled, then only billets in that area or at that unit are requested. OBC may be made more general by deleting characters from the right end. For example, 7062 indicates any XO afloat. <u>ENLISTED MEMBERS REQUESTING SPECIAL ASSIGNMENT</u> should enter the appropriate article from the Coast Guard Personnel Manual, COMDTINST M1000.6 (series), Chapter 4.
DESC.	A short description of the unit(s) and/or billet(s) requested.

DESC. OF THE FORM

The Assignment Data form is a 12-pitch, single-page, double-sided form. The shaded areas of the form indicate information which is entered into PMIS.

HOW TO PREPARE THE FORM

Each Assignment Data form submitted supercedes previous submissions. Leave any item blank which does not apply. Prepare the form using the following steps:

STEP	ACTION
1	Enter your social security number, name, rate/rank, unit, and staff symbol if applicable.
2	Enter 1 to 8 assignment preferences. Only enter assignments you desire. Enter each preference in your desired order.
3	Enter any other information in member comments. Explain any assignment considerations marked. Indicate if you expect to be promoted within one year. If spouse is active duty military, enter name, rate/rank, duty station, and detailee phone number.
4	Enter your least desired areas and/or OPFAC's. Note: You can use the general areas and OPFAC's.
5	Mark each assignment consideration that applies. You are required to explain each marked block in member comments.
6	Enter the date your tour ends and the date you want to transfer. If you took the service wide exam within the last year, enter the exam date. Only enter year and month (e.g. 89 FEB).
7	Enter your career intentions. If known, enter the date you intend to extend, reenlist, retire, or separate. Mark only one.
8	Enter your work and home telephone numbers.
9	Are you married? If yes, mark the married block. If no, mark the not married block.
10	If you have children, enter their ages and genders (F-female, M-male).
11	If you have a dependent who is not your spouse or child, enter their age and gender (F-female, M-male) under other.
12	If your spouse is active duty military, enter your spouse's social security number and mark the service.
13	If your dependents do not live with you, enter their address.
14	Enter your return address and mark the type of quarters you live in.
15	Sign and date the form.

HOW TO PROCESS THE FORM

PERSON	STEP	ACTION
Enlisted Member	1	Prepare Assignment Data form.
	2	Submit form to your Commanding Officer.
Officer	1	Prepare Assignment Data form and one xerox copy.
	2	Mail Original form to Commandant (G-PO-2).
	3	Mail copy to your Personnel Reporting Unit.
Commanding Officer	1	Provide recommendations on enlisted member assignment preferences.
	2	Make a xerox copy.
	3	Mail original form to Commandant (G-PE-2), District Commander, or MLC as appropriate.
	4	Mail copy to your Personnel Reporting Unit.
Personnel Reporting Unit	1	Enter the form into PMIS.
	2	Sign the PERSRU validation block.
	3	Return the form to the member.

MUST THE FORM BE TYPED?

No, the form may be typed or neatly handwritten.